

NMPSIA
Espanola Public Schools
Mountain View Elementary School

Loss Control & Safety Audit

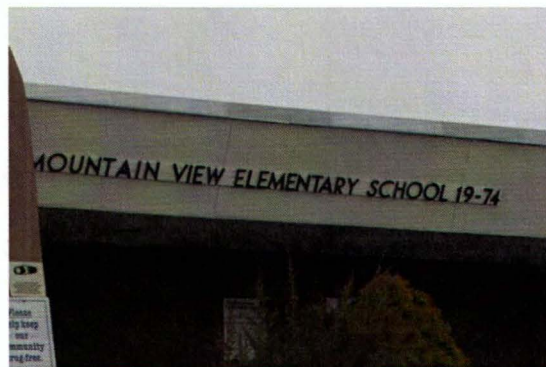


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EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of Mountain View Elementary School. The audit was conducted on February 3, 2014, on behalf of the Espanola Public Schools, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures. The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Janet Malcom, Principal, and the staff of Mountain View Elementary School for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

GENERAL CONDITIONS INSPECTION**Contact:** Janet Malcom, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** February 3, 2014

Hazard Type	Hazard Scope	Hazard Urgency	Capital
1 – Egress Issue	A – Facilities/Planning	I – Immediate	C – Capital
2 – Injury Hazard	B – Custodial or	H – High	NC – Non-
3 – Property Loss	Maintenance	M – Medium	Capital
4 – Regulatory or	C – Policy and/or	L – Low	
Legal Issue	Procedures	O – Ongoing /	
5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Exterior Areas		Yes	No	NA	Priority	Recommendations
1	Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?		X		3,4,5 - A,C,D - L - NC	2014-001
2	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?		X		2,4 - B - M - NC	2014-002
3	Is fencing provided, and are fences and gates of an appropriate type and condition?		X		2,4 - A,B - H - NC	2014-003

Building Conditions		Yes	No	NA	Priority	Recommendations
4	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		X		2,4 - B - O - NC 2,3,4 - B - M - NC	2014-004 2014-005
5	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X		3,4 - A,B - L - NC 3,4 - A,B - M - NC	2014-006 2014-007
6	Do doors, windows, and glass appear to be of an appropriate type and condition?		X		1,5 - B - L - NC	2014-008
7	Are floors and floor coverings of an appropriate type and condition?		X		2,5 - B,D - O - NC	2014-009
Housekeeping and Storage Practices		Yes	No	NA	Priority	Recommendations
8	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?		X		2,3,4 - B,D - M - NC	2014-010
9	Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?		X		2,4 - B - H - NC	2014-011
General Conditions – Other		Yes	No	NA	Priority	Recommendations
10	Is the site free of graffiti or other signs of vandalism?		X		3,5 - B - O - NC	2014-012
11	Are other general conditions free of apparent hazards or concerns?		X		2,3,4,5 - C,D - M - NC 3,5 - A,C - M - NC 5 - B,C,D - L - NC 5 - A - L - NC 2,5 - C,D - M - NC 2,3,5 - C,D - M - NC	2014-013 2014-014 2014-015 2014-016 2014-017 2014-018

GENERAL CONDITIONS INSPECTION RECOMMENDATIONS

Exterior Areas

1. Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?

Recommendation Number: 2014-001

Observations:

- Vehicles were parked in unauthorized parking areas and/or fire lanes.
- These practices pose property damage hazards and can delay or prevent proper emergency response.

Recommendations:

- Parking locations should be marked and parking regulations should be observed at all times.

Standards:

- NFPA 1 - Fire Lanes



2. Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?

Recommendation Number: 2014-002

Observations:

- Some of the paved areas had minor deterioration that, if left unrepaired, could worsen and result in trip/fall hazards.

Recommendations:

- The pavement condition should be closely monitored and repairs made as needed.

Standards:

- NMAC 6.27.30 - Statewide Adequacy Standards



3. Is fencing provided, and are fences and gates of an appropriate type and condition?**Recommendation Number: 2014-003****Observations:**

- One or more fence sections were topped with razor and/or barbed wire.
- Razor and barbed wire pose injury hazards.

Recommendations:

- The District should consider replacing the razor or barbed wire with a higher fence or a fence extension to prevent unauthorized entry.
- If the razor or barbed wire is retained, it should be inspected at least weekly to ensure it is kept in good condition.
- Inspections and repairs should be documented.
- Secured areas with high fences, fence extensions, or razor/barbed wire should be signed with appropriate warning signage to prevent trespassing.

**Standards:**

- Good Loss Prevention Practices
- NMAC 6.27.30 - Statewide Adequacy Standards

Building Conditions

4. Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?

Recommendation Number: 2014-004

Observations:

- An accumulation of dirt was visible in the diffusers for some of the overhead lights.
- Some of the light diffusers appeared to be yellowed.

Recommendations:

- Dirty light fixtures should be cleaned so that illumination is not impaired.

Standards:

- NMAC 6.27.30 - Statewide Adequacy Standards
- IPMC, Section 402 - Light



Recommendation Number: 2014-005

Observations:

- Unprotected light fixtures were located in an area that may subject them to damage from contact with items being moved around the vicinity.

Recommendations:

- All light bulbs located in areas where damage from collision is possible, such as the Custodial Closets and store rooms, should be fitted with protective wire cages.

Standards:

- 29 CFR 1910, Subpart S - Electrical



5. Do building structures and finish materials appear to be in good condition and free of visible deterioration?

Recommendation Number: 2014-006

Observations:

- The stucco exterior of one or more buildings was damaged.
- The damaged area exposes the building interior structure to the weather elements, and compromises the building's fire safety.

Recommendations:

- The damaged areas should be repaired.

Standards:

- IPMC, Section 304 - Exterior Structure



Recommendation Number: 2014-007

Observations:

- The paint was peeling in some areas.
- The peeling paint can lead to accelerated building wear and poses an attractive nuisance.

Recommendations:

- The peeling and flaking paint should be removed and the surfaces repainted to prevent accelerated building wear.

Standards:

- IPMC, Section 304 - Exterior Structure



6. Do doors, windows, and glass appear to be of an appropriate type and condition?**Recommendation Number: 2014-008****Observations:**

- Door frames were rusting and deteriorated.

Recommendations:

- The damaged door frames should be repaired and/or replaced.
- Door frames should be inspected, repaired and/or replaced on a regular basis to ensure that they function properly and provide adequate security.
- Any construction alterations should be designed and supervised by a person with expertise in building code requirements.

Standards:

- Good Loss Prevention Practices
- IPMC, Section 301 - General



7. Are floors and floor coverings of an appropriate type and condition?**Recommendation Number: 2014-009****Observations:**

- The carpeting was dirty, stained, and heavily soiled in some areas. This condition can pose potential health and injury hazards.

Recommendations:

- The carpeting should be repaired or replaced as necessary if any damage exists.
- The carpeting should be cleaned as recommended by the manufacturer at regular intervals and before it becomes heavily soiled.

**Standards:**

- Good Loss Prevention Practices

Housekeeping and Storage Practices

8. Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?

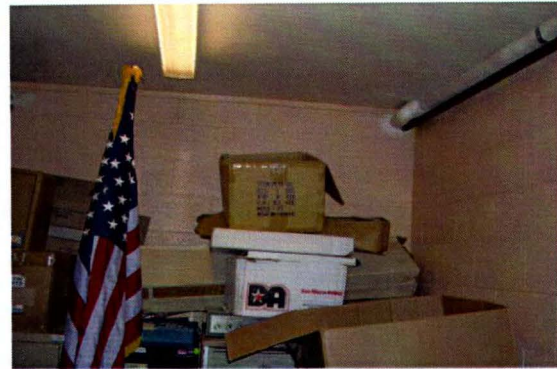
Recommendation Number: 2014-010

Observations:

- The housekeeping needed improvement in some places.

Recommendations:

- The area should be maintained in a neat and orderly manner, free from any condition that would create a fire or life hazard or a condition which would add to or contribute to the rapid spread of fire.
- All areas should be cleaned and organized to reduce injury and property damage hazards.



Standards:

- 29 CFR 1910, Subpart D - Walking-Working Surfaces

9. Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?

Recommendation Number: 2014-011

Observations:

- Accumulated tree debris was present on sidewalks and/or in parking lots areas. This condition poses slip/fall hazards.
- Dry tree debris may present a fire hazard.
- Accumulated debris may also clog storm drains and/or gutters, which could lead to flooding or the improper drainage of water.



Recommendations:

- The accumulation of tree debris should not be permitted on walkways, roadways, and/or parking lots.
- The District grounds department should review its schedule for removing tree debris.
- Consideration should be given to developing and implementing a tree debris control program, which may include replacement of debris-producing trees with other trees that produce less debris.

Standards:

- IPMC, Section 302 - Exterior Property Areas

General Conditions – Other

10. Is the site free of graffiti or other signs of vandalism?

Recommendation Number: 2014-012

Observations:

- Graffiti was present in some areas. The presence of graffiti invites additional graffiti.
- Prompt response to graffiti is a proven deterrent to future graffiti.

Recommendations:

- Graffiti should be promptly covered or removed when discovered. Prior to removal, it should be photographed for documentation.



Standards:

- Good Loss Prevention Practices

11. Are other general conditions free of apparent hazards or concerns?

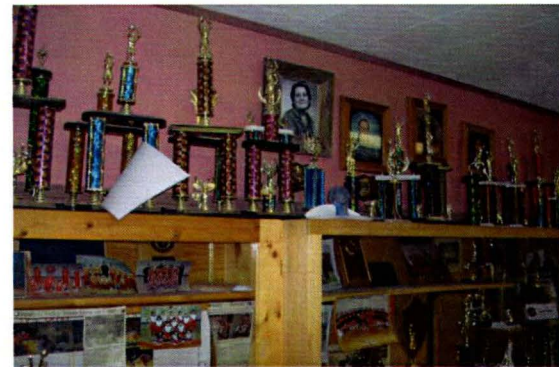
Recommendation Number: 2014-013

Observations:

- Some of the trophies stored overhead were not secured.
- These unsecured items pose falling object hazards.

Recommendations:

- Stored items should not create a hazard. Items should be shelved or racked in a manner designed to prevent them from tipping, falling, collapsing, rolling, or spreading.
- Racks, bins, planks, sleepers, bars, strips, blocks, and/or sheets should be used where necessary to make storage stable.
- Velcro, mounting putty, glue, or some other type of device should be used to secure large and/or heavy items stored overhead in public assembly areas and classrooms. Securing the items will prevent a falling object hazard during seismic activity. If the items cannot be secured, they should be removed.



Standards:

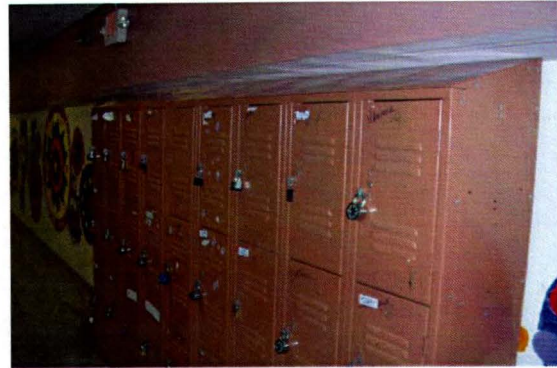
- 29 CFR 1910, Subpart N - Materials Handling and Storage

Recommendation Number: 2014-014**Observations:**

- Student lockers were present but not in use. Eliminating student lockers may reduce vandalism, contraband, and harassment incidents.

Recommendations:

- Consideration should be given to removing the lockers.
- If the District chooses to retain the lockers, any damaged lockers should be repaired or replaced.
- If lockers are retained and used, they should be assigned by grade level to reduce the likelihood of harassment between grade levels.

**Standards:**

- Good Loss Prevention Practices

Recommendation Number: 2014-015**Observations:**

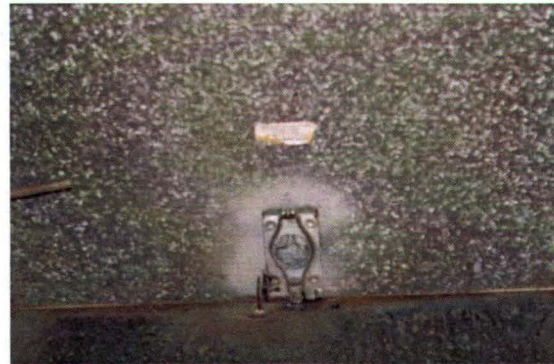
- The roof access panel was unlocked.
- The unlocked panel poses an attractive nuisance and compromises the security of the building.

Recommendations:

- The roof access panel should be kept closed and locked.

Standards:

- Good Loss Prevention Practices



Recommendation Number: 2014-016**Observations:**

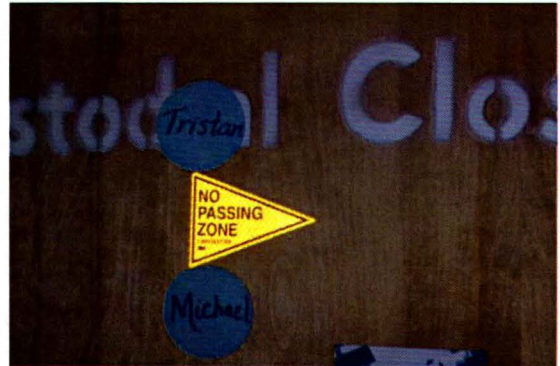
- Rooms that have roof access ladders were not properly signed. This could delay emergency response.

Recommendations:

- Rooms that provide access to the roof should be conspicuously signed "ROOF ACCESS INSIDE" or something similar to alert emergency responders.

Standards:

- Good Loss Prevention Practices

**Recommendation Number: 2014-017****Observations:**

- A dog was found on campus.

Recommendations:

- Dogs other than working animals for the disabled should not be brought onto campus, except when in accordance with District regulations.

Standards:

- District Policy
- Good Loss Prevention Practices



Recommendation Number: 2014-018**Observations:**

- Site keys were observed in an unlocked closet.
- This storage practice permits easy access to the keys and increases the risk of theft.

Recommendations:

- A 'key locker' should be provided.
- The locker should be kept locked at all times.
- The removal of keys from the locker should be logged to identify who opened the locker, what keys were removed, to whom they were provided, the time and date of issue, and the time and date of return.

Standards:

- Good Loss Prevention Practices



CLASSROOM AND OFFICE INSPECTION**Contact:** Janet Malcom, Principal**Auditor:** James Dorn**Member Agency:** Espanola Public Schools**Client:** NMPSIA**Inspection Concluded:** February 3, 2014

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Legal Issue	Procedures	O – Ongoing /	
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Practices			

Classroom and Office Section		Yes	No	NA	Priority	Recommendations
1	Are classroom decorations displayed in a safe and acceptable manner?		X		3,4,5 - C,D - M - NC	2014-019

CLASSROOM AND OFFICE INSPECTION RECOMMENDATIONS

Classroom and Office Section

1. Are classroom decorations displayed in a safe and acceptable manner?

Recommendation Number: 2014-019

Observations:

- Paper and/or other combustible materials were suspended from the ceilings or light fixtures. Suspending paper from ceilings can increase the spread of fire. Suspending paper from lights increases the fire hazard, as the lights are a potential ignition source.
- Hanging decorations may also trigger false alarms involving motion detection systems.



Recommendations:

- Paper, string, and/or other artwork hanging from light fixtures should be removed. If artwork is suspended from the ceiling, it should be of minimal volume so as to not create an additional fire spread hazard and it should be maintained at least 80 inches or higher from the floor.

Standards:

- IFC, Chapter 3 - General Precautions Against Fire
- NFPA 1, Chapter 3 - General Provisions

PLAYGROUND CONDITIONS INSPECTION DISCLAIMER

This report was completed by James Dorn, a Certified Playground Safety Inspector. The playground conditions and features were compared with the requirements of playground safety standards published by the U.S. Consumer Product Safety Commission and ASTM International. Some recommendations are based upon insurance claim information and professional judgment.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the inventory of structures. Detailed observations and structure-specific recommendations are found on the pages following the inventory of structures. Some items marked as "No" or "Unacceptable" in the inventory list may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns.

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5 – Accepted Best	D – Employee Practices	Preventative	
Practices			

Playground Conditions Inspection		Yes	No	NA	Priority	Recommendations
1	Are playground areas equipped with signage that provides warnings, age appropriateness, and other relevant information?		X		4 - A - L - NC	2014-020
2	Are playground areas free of inappropriate, prohibited, or obsolete equipment?		X		2,4 - A,C - H - NC	2014-021
3	Are playground structures equipped with a shock absorbing surface of an appropriate type and depth beneath them?		X		2,4 - B,C - O - NC	2014-022

PLAYGROUND CONDITIONS INSPECTION RECOMMENDATIONS

Playground Conditions Inspection

1. Are playground areas equipped with signage that provides warnings, age appropriateness, and other relevant information?

Recommendation Number: 2014-020

Observations:

- Signs to indicate the age appropriateness of the equipment were not present in each playground area.
- Signs recommending adult supervision were not posted.

Recommendations:

- Signs should be posted near each of the playground areas to indicate the age appropriateness of the equipment located in that playground area. Equipment that is inappropriate for users younger than 5 years old should be signed accordingly.
- Signs recommending adult supervision should be posted.
- Additional signage should be posted as appropriate based on the unique characteristics of each playground and/or other District policies.
- Signs or labels may be placed on the equipment itself, or freestanding signs may be used in place of a label.
- If freestanding signs are used, they should be located outside of the equipment use zone and meet the requirements of section 9.1 of ASTM 1487.

Standards:

- Good Loss Prevention Practices
- CPSC, Publication 325, Public Playground Safety Handbook

2. Are playground areas free of inappropriate, prohibited, or obsolete equipment?**Recommendation Number: 2014-021****Observations:**

- Residential-grade play structures were present on the playground. These types of structures are not designed or intended for use on public playgrounds.
- The equipment was not anchored in place; therefore, it could be tipped over or moved away from the protective surfacing and/or into the use zones of stationary play structures.
- Residential-grade play structures do not meet the materials and strength requirements for public playground equipment.
- Residential-grade play structure designs do not meet the requirements for public playgrounds as specified in ASTM International, Standard F-1487.

**Recommendations:**

- All residential-grade play structures should be removed from the playground and disposed of. Their design hazards prohibit their use on public playgrounds.
- If it is uncertain whether a piece of equipment is designed or intended for use on public playgrounds, then the structure manufacturer should be contacted for this information. If the manufacturer indicates that the structure is designed and intended for use on public playgrounds, then the manufacturer should be requested to provide a written statement verifying this.

Standards:

- Good Loss Prevention Practices
- ASTM International, Standard F-1487.

3. Are playground structures equipped with a shock absorbing surface of an appropriate type and depth beneath them?

Recommendation Number: 2014-022

Observations:

- The protective surfacing around and under the equipment was of an insufficient depth in some areas of the use zone and/or it did not extend throughout the entire use zone of the equipment.



Recommendations:

- Protective surfacing should be installed and maintained throughout the entire use zone of the equipment being protected.
- The protective surfacing should be maintained in all areas of the equipment use zone so that it provides adequate protection for the maximum height of the equipment.
- The depth of the protective surfacing should be monitored and topped off as needed to ensure that it retains a fall height value equal to or greater than the fall height of the protected equipment.

Standards:

- Good Loss Prevention Practices
- CPSC, Publication 325, Public Playground Safety Handbook

END OF DOCUMENT